



bair lake
bible camp

**DISCIPLESHIP & EVENTS
COORDINATOR
JOB DESCRIPTION**

Responsible to: Director of Ministries

Job Summary:

Bair Lake Bible Camp (BLBC) is seeking an experienced professional to lead our discipleship programs (consisting of a gap year and an apprenticeship program) and coordinate an organizational commitment to developing and maintaining a culture of discipleship throughout our entire ministry. The successful candidate will also plan, organize, and coordinate the execution of sponsored program events and retreats, taking the creative lead to drill BLBC's core purpose and values into each of our sponsored events.

Spiritual Qualifications:

We are seeking a mature and equipped follower of Christ, who, while not perfect, aspires to further growth and can demonstrate evidence of a life where he or she increasingly:

- is living consistently under the control of the compelling love of Christ, the direction of the Word of God, and the control of the Holy Spirit;
- has discovered, developed, and is using their spiritual gifts;
- has learned to effectively share their faith, while demonstrating a radical love that amazes those it touches;
- gives evidence of being a faithful member of Christ's church, an effective manager of life, relationships, and resources, a willing minister to others, including "the least of these," an available messenger to non-kingdom people, hard-working, and humble and teachable; and
- demonstrates a life characterized as gospel-driven, worship-focused, morally pure, evangelistically bold, discipleship grounded, family faithful, and socially responsible.

He or she must be in complete agreement with Bair Lake Bible Camp's *Statement of Faith and Covenant/Commitment Statement*, which must be signed upon hiring.

Professional Qualifications:

The Discipleship and Events Coordinator will possess the following professional qualifications:

- In addition to proven leadership skills, a heart and passion for discipleship, excellent people, teaching, organizational, verbal, and written communication skills are a must. The ideal candidate for this position is a team player, spiritual

leader, and disciple-maker with a passion for using discipleship and events to inspire this generation to encounter God.

- Outstanding written and verbal communication skills, including public speaking skills with comfort and proficiency in speaking to a large audience. Must be able to effectively and engagingly communicate in small and large group settings. Must have excellent in-person, telephone, and email communication etiquette and skills.
- Excellent work ethic, self-leadership, and self-control. Initiative in seeing other tasks that need to be done and implementing necessary steps to accomplish them. Analytical abilities and aptitude in problem-solving and a willingness to incorporate new and effective ways to achieve better results. Aptitude in problem-solving and a willingness to incorporate new and effective ways to achieve better results. Comfortable working with a high degree of attention to detail. Excellent organizational and time management skills. Sound judgment and decision-making skills.
- Flexibility in being able to adjust quickly and effectively in a people-oriented ministry setting. Must be flexible with days and hours worked during summer camp season and busy retreat seasons (weekend work is required), and flexible with occasional short-notice adjustments of work schedule due to requirements of our mission.
- Proven experience in leading teams of people and training and developing team members. A team player willing to serve fellow team members, the public, donors, and volunteers with kindness, compassion, and professionalism. Gifted and skilled in extending warm, welcoming, and personal hospitality and world-class customer service. Our size and philosophy both require a full-team focus and approach to ministry in which departments are not “siloeed,” but rather do everything in their power to communicate with and support other departments. Each manager, including the DEC, must model and coach his/her team members to “bear the fruit of loving service” within this framework.
- Creative vision to be able to lead teams in creating and implementing themes for BLBC-sponsored retreats and events.
- Proficiency in using office equipment, the Internet, Email, Google Apps, and Microsoft Office Suite.
- Proven previous experience in event planning and management is strongly preferred, but not required. A prior connection to and interest in camp ministry is preferred, but not required.
- Must pass background check and clearances required for a Michigan licensed facility.

Job Responsibilities:

The Discipleship Coordinator's responsibilities of this position include:

- Serve as the lead discipler of approximately four to six discipleship students for BLBC's gap year and beyond (maximum three years) discipleship program.

Coordinate the spiritual development of an additional four to six apprentices, and help equip their direct supervisors to mentor, coach, and disciple them.

- Oversee the recruitment, application, and interview process for the discipleship program.
- Scheduling the discipleship students to work in various areas of camp including Adventure Challenge Education, maintenance, food service, housekeeping, and program, and working alongside them in these various areas at times to do life-on-life discipleship.
- Working with the leadership team to develop and refine curriculum for the discipleship program. Serving as lead mentor/life coach of discipleship students, regularly meeting with them to provide feedback and counsel, and willing to navigate hard conversations and circumstances that invariably arise in the context of discipling young adults.
- Work as part of a team to recruit, hire, train, schedule, supervise, disciple, and care for summer staff composed of seasonal college-age workers and volunteer staff.

The Events Coordinator's responsibilities of this position include:

- Take the creative lead to plan, theme, organize, prepare, decorate, program, and execute/delegate all BLBC-sponsored program events, including but not limited to, retreats for teens, women, and men; and community events (excluding children and youth summer camps).
- Train, schedule, and supervise event staff composed of full-time, part-time, intern/apprentice, discipleship, and volunteer staff members.
- Serve as a host with guest groups in cooperation with Guest Services (some weekend work required).
- Keep current in the camp and retreat programming field, including but not limited to Adventure Challenge Education (ACE – team building), and serve as an ACE facilitator when needed.
- Assist in the recruitment of volunteers to help staff BLBC-sponsored events.
- Assist the Program Manager in his/her responsibilities during BLBC-sponsored summer camps.
- Be prepared to work in other areas as needs arise and take on other duties assigned by supervisors.
- Work in bridging the gap between the program team and other staff through effective communication and assistance with projects and scheduling discipleship students and apprentices. Our size and philosophy both require a full-team focus and approach to ministry in which departments are not “siloed,” but rather do everything in their power to communicate with and support other departments. Each manager, including the Discipleship and Events Coordinator, must model and coach his/her team members to “bear the fruit of loving service” within this framework.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to climb or balance, crouch, kneel, stoop, and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and the ability to adjust and focus.

DISCLAIMERS: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Bair Lake Bible Camp reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Bair Lake Bible Camp is an at-will employer. As such, employment may be terminated with or without cause and with or without notice at any time and in BLBC's sole and absolute discretion. Staff member may also resign from employment at any time. BLBC and Employee acknowledge that under normal circumstances, at least one month's notice should be given to the other party.